



Back to Natives Restoration a 501(c) 3
EIN: 61-1523908
LIC # 963706
P.O. Box 6539
Irvine, CA 92612-6539
949.509.4787

'Saving Habitat One Person at a Time'



Administrative Assistant Internship

"My experiences at Back to Natives have given me my first experience with an environmental group and opportunities to gain knowledge that will help me in my future pursuits and challenges. Back to Natives staff's leadership and hard work has shown me the passion and dedication that is needed in any endeavor, which I will remember in my career goals."

- Back to Natives Intern

SUMMARY

Provide administrative support to the Director of Restoration and the Director of Education. Duties include general clerical, receptionist and project based work. Project a professional image through in-person and phone interaction.

PRIMARY RESPONSIBILITIES

1. Answer telephones and transfer to appropriate staff member.
2. Create and modify documents using Microsoft Office.
3. Perform general clerical duties to include but not limited to: mailing and filing.
4. Maintain hard copy and electronic filing system.
5. Support staff in assigned project based work.
6. Other duties as assigned.

Hours: Part-time. As few as 4 hours per week, and up to 40 hours per week. 150hour; 250hr and 500 hr internships are available.

Pay Rate: Unpaid, Class Credit with School Approval. For class Credit a research project may be required separate from internship duties.

Requirements: Graduation from high school

Skilled in: The use of a personal computer, and current office software applications. Public speaking is helpful.

Ability to: Communicate effectively both orally and in writing in English.

Special Requirements: Must possess and retain a valid California Class C Driver's License (Special consideration for public transportation must be received during initial application process). Must be willing and able to work evenings, weekends, and holidays as needed. Must be able to work outside in a variety of weather conditions.

Application and Selection Information: All applicants are required to complete and submit an application form. Resumes will not be accepted in lieu of an original application but can augment that application.

Submit application via email: info @ backtonatives.org, Attention: Reginald I. Durant.
or Mail: PO BOX 6539, Irvine, CA 92612-6539 (we prefer email but realize not everyone has the appropriate software to edit application and return electronically)

For additional information, please call (949) 509-4787, or visit our website: www.backtonatives.org Recruitment is ongoing. Back to Natives Restoration will review applications. Applicants with the most pertinent experience, education and training may be invited for an interview.

Back to Natives Restoration is an equal opportunity employer.